

<b>Study programme: BAS Tourism</b>			
<b>Course title: Room division management and housekeeping (T404)</b>			
<b>Teacher:</b> <a href="#">Ivana V. Blešić</a>			
<b>Status:</b> compulsory module Hotel Management			
<b>ECTS: 6</b>			
<b>Requirements: none</b>			
<b>Learning objectives</b> Mastering the skill of management in room division.			
<b>Learning outcomes</b> Practical use of academic knowledge in case of housekeeping and room division.			
<b>Syllabus</b> <i>Theoretical part:</i> Management in theory and practice; Managing room division and housekeeping; Functioning of room division management and housekeeping (organizational, entrepreneur, strategic, financial, research and development, personnel, supervisory); Principles of room division management and housekeeping (principle of functionality and its use, functionality in room division sector, principle of efficiency, measures of efficiency, principles of competitiveness, categories, standards, standards as elements of competitiveness ); Marketing of management; Estimations, procedure, programmes and plans; Trends, estimations and analysis of information; Developing the alternative directions of housekeeping; Ecological standards of housekeeping; Financial and technical potential of housekeeping; Business plan of housekeeping (costs, prices, salaries, expenses); Management of international hotel chains in housekeeping.  <i>Practilac part</i> is performed through visits to fair manifestations, hotels and other room division objects. Seminar, Other forms of teaching, Study research.			
<b>Literature</b> 1. Косар Љ: (2002): <i>Хотелијерство</i> , Висока хотелијерска школа струковних студија, Београд. ISBN 86-902641-3-2 2. Павловић, Т. (2011): <i>Сектор соба – rooms division</i> , Frame Media, Београд. ISBN 978-86-907795-7-4 3. Casado, M. (2012): <i>Housekeeping management</i> , John Wiley and sons, New York. ISBN-13: 978-1118071793			
<b>Weekly teaching load: 5</b>		<b>Lectures: 3</b>	<b>Exercises: 2</b>
<b>Methods of Teaching</b> Lectures, exercises, field work, discussions, consultations			
<b>Grading method (maximum 100 points)</b>			
<b>Pre-examination assignments</b>	points	<b>Final examination</b>	points
Activities during lectures	<b>0-5</b>	Written examination	
Activities during exercises	<b>0-5</b>	Oral examination	<b>30-45</b>
Colloguia	<b>20-40</b>	.....	
Seminar paper	<b>0-5</b>		